

PARKS SUPERVISOR II

Class Definition

Under general direction, plans, schedules, and coordinates an assigned program of the Parks Division engaged in the construction, alteration maintenance, and repair of parks, landscaped areas, and recreational facilities.

Distinguishing Characteristics

Parks Supervisor II is the program supervisory class in the Parks Supervisor series. Incumbents are responsible for the administrative supervision of one or more programs in the Parks Division. This class is distinguished from the next higher class of Deputy Parks Manager in that the incumbent of the latter is the assistant division head responsible for the day-to-day activities of the entire Parks Division. Parks Supervisor II is distinguished from the next lower class of Parks Supervisor I in that incumbents of the latter are first-line field supervisors. This class is also distinguished from Forestry Supervisory II in that the incumbent of the latter is responsible for the Street Tree Program and other forestry related activities.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Plans, schedules, coordinates, and inspects, the construction, modification, maintenance, and repair of parks, recreational facilities, median islands, and other City owned landscaped areas.

Coordinates the assignment of employees and equipment to meet varying requirements.

Supervises the equipment repair shop and Camp Fresno.

Assures the effective use of time, material, and equipment.

Consults with the public regarding matters concerning the Parks Division.

Initiates necessary repairs, planting, and other improvements.

Administers safety training programs and enforces safety precautions, including Cal-OSHA requirements.

Selects, trains, and evaluates the performance of subordinates and recommends hiring, promotions, and initiates disciplinary actions.

Assists in budgetary and program planning.

Estimates and orders necessary supplies and materials and maintains accurate records.

Performs related duties as required.

Knowledge, Abilities and Skills

Considerable knowledge of the techniques, materials, tools and equipment used in the care and construction of parks and recreational facilities.

Considerable knowledge of the occupational hazards and safety precautions including pertinent CAL-OSHA requirements.

Knowledge of office and financial recordkeeping practices.

Considerable knowledge of effective supervision principles and practices.

Ability to plan, schedule, and coordinate the work of one or more assigned programs.

Ability to read and interpret plans, specifications, and blueprints.

Ability to establish and maintain effective working relationships with fellow employees, officials, and the general public.

Ability to administer effective training and safety programs.

Ability to maintain accurate and concise records.

Ability to prepare oral and written reports.

Minimum Qualifications

Three years of experience in the maintenance of landscaped areas, buildings, and recreational facilities which included, or is supplemented by, one year of supervisory experience.

Necessary Special Requirements

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Personnel

DATE: _____